Medicare Remit Easy Print



Application Overview

September 28, 2005

Medicare Remit Easy Print (MREP) Application Overview – Covered Topics

The purpose of this MS PowerPoint presentation is to provide you with an overview of the MREP software application. Please refer to the MREP User Manual for more specific instructions on how to utilize the MREP software application.

This MREP Overview includes the following topics:

- What is MREP?
- PC & File Requirements
- Where do I obtain a copy of MREP?
- Installation Process
- Import Process
- Viewing the SPR data
- Reports (Printing the SPR)
- File maintenance
- Questions?



What is MREP?

MREP is a PC application that will enable physicians and suppliers to view and locally print a Medicare Part B / DMERC HIPAA compliant 835 file in a format that mirrors the Medicare Standard Paper Remittance Advice (SPR).

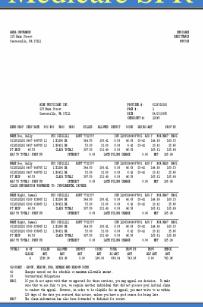
Medicare SPR

HIPAA 835 file generated by your Medicare Carrier









MREP PC & File Requirements

To use MREP you must have the following:

PC Requirements:

- Recommended speed: 2.0 GHz or faster
- Operating System: Windows 98SE or higher (Windows XP recommended)
- .NET Framework: 1.1 or higher (must be on each PC utilizing the application) Please refer to the MREP User Manual and the Microsoft web site for more information on the .NET framework and installation protocol.

File Requirements

- ANSI 835 4010A1 files (referred to as HIPAA 835 files)
 - ANSI 835 4010A1 files are industry standard formatted files that are generated by your Medicare carrier and which contain your claim payment data that corresponds to what you receive on paper today (SPR).
 - You must be receiving ANSI 4010A1 835 files from your Medicare Carrier and know where you store them on your PC or local area network. Please contact your Medicare Carrier to receive ANSI 4010A1 835 files.
 - This application is currently designed to use only Medicare Part B and DMERC HIPAA 835 files.

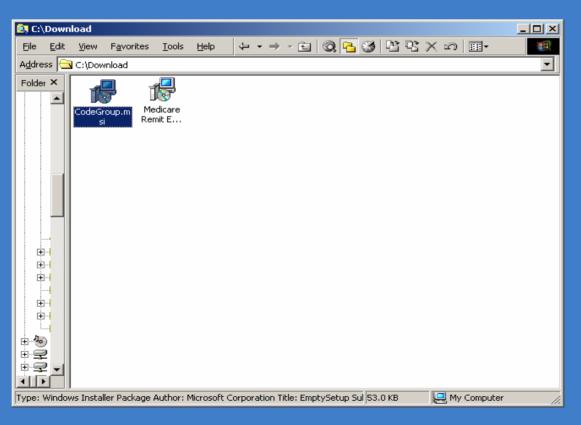
How do I obtain a copy of the MREP software?

- Please go to your local carrier's web site and search for Medicare Remit Easy Print. There will be a link allowing you to download the application.
- Please save a copy of the download instructions and the Medicare Remit Easy Print User Manual, which are also located on your local Carrier's web site. This documentation is important to understanding how to download, install, and utilize the application.
- To obtain a *free* copy of MREP and the associated documentation from your Medicare Carrier you must have the following:
 - Access to the internet.
 - WinZip or a compatible decompression application to extract files. If you do not have a decompression application then you can go to a number of websites to acquire one (For example: http://www.winzip.com/downwzeyal.htm).
- If you are unable to download the software from your Carrier's web site, please contact your Medicare Carrier for assistance.

Overview of Installation – Easy as 1-2-3

• Step 1:

After downloading the MREP application from your Carrier web site to your PC or local area network, locate the MREP installation package and click on the *Medicare Remit Easy Print* .msi file.



Installation process contd.

Step 2:

After being prompted with the following window, identify the directory where the MREP application and MREP created files will be stored and then click 'Next'. The application will then be installed, followed by a window confirming the installation is complete (click 'Close' on this window to complete the process).



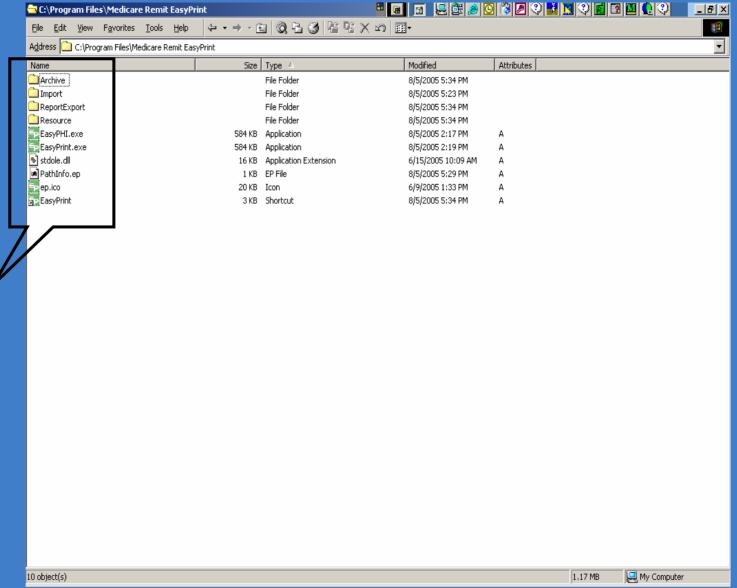
Installation process contd.

- Step 3:
 - The MREP installation process creates the following in the directory you designated in Step 2:
 - Easy Print .exe
 - Easy Print icon (automatically copied to the installation PC's desktop click on this to open the application)
 - Import folder (will store the MREP intermediate files)
 - Archive folder (will store Archived MREP intermediate files)
 - Report Export folder (will store exported MREP report files)
 - Resource folder (used within the MREP application)
- Step 4: (Only for those users utilizing MREP on a network)

If you are installing the application to be shared on a network, then you must install Code Group.msi on each PC using the shared MREP application.

Double click on this file after you install MREP. THIS MUST BE DONE ON EVERY PC USING MREP VIA A SHARED NETWORK.

Installation
package
automatically
creates
folders
needed for
ongoing
application
maintenance



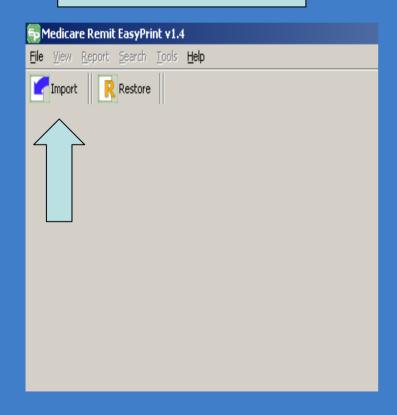
Import Process What's happening behind the scenes?

Step 1
Import
Button selected



Step 2

User locates
HIPAA 835 file
and clicks
'Open'





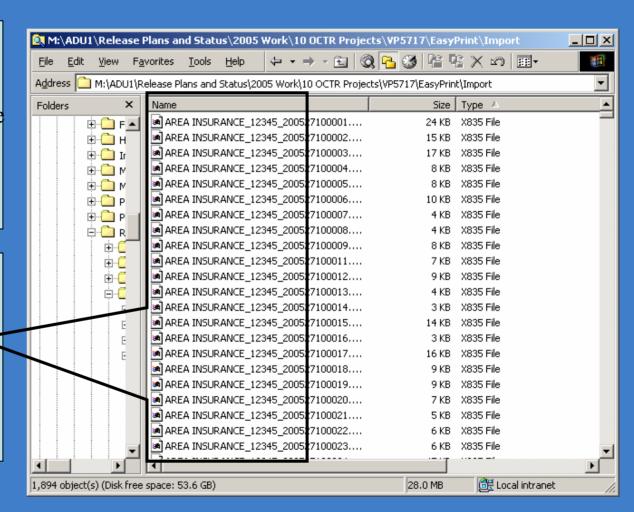
Import Process What's happening behind the scenes?

Step 3

Easy Print creates a **COPY** of the HIPAA 835 file into a format readable by the application ("SPR file")

Step 4

SPR file stored in 'Import' folder



Import Process contd.

Importing made Easy – "One time effort"

 Opening the MREP application will display all SPR files in the MREP Import folder

 Uninstalling and reinstalling the application (e.g. steps performed to utilize a newer version of the application) will still display the same files unless they are removed by the user

Viewing SPR Data after Import complete

General Point to Remember:

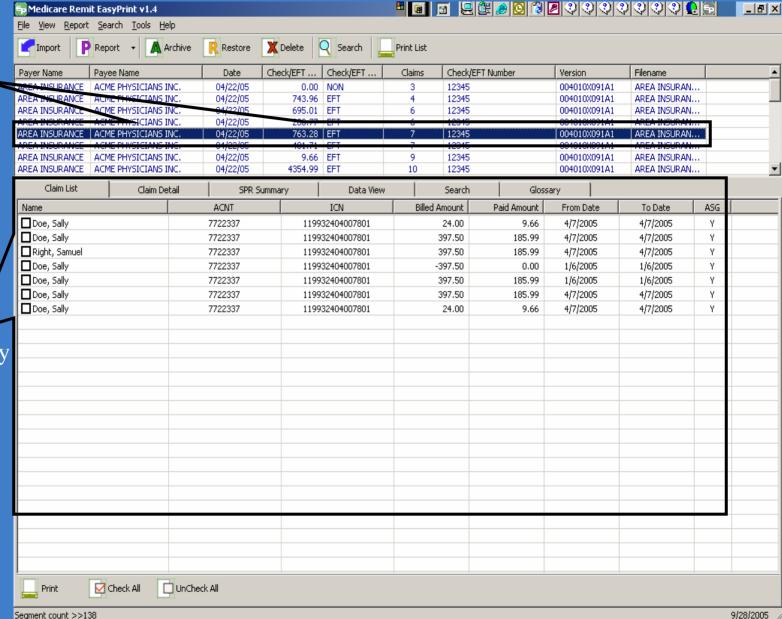
MREP allows you to view the *detailed* data for <u>one</u> SPR at a time

Split Screen for Easy Reference

- Top Portion: Listing of all SPR files available in the "Import" folder Special features:
 - SORT on Columns for customized display
 - MOVE Columns for customized display
- Lower Portion: Detailed information for highlighted SPR

Step 1: User highlights SPR

Step 2:
MREP
automatically
displays
associated
claim data
for
highlighted
SPR





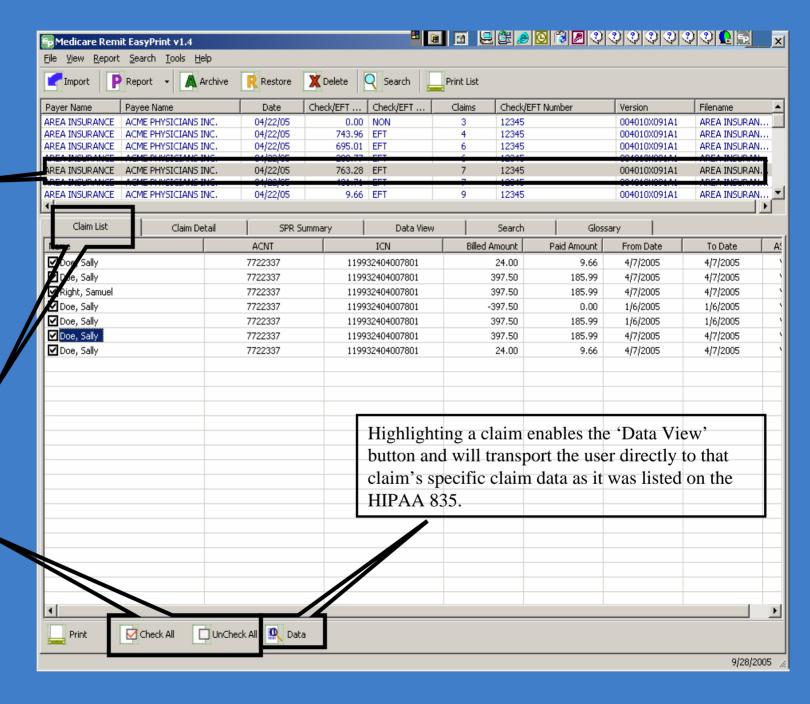
Overview of Lower Portion of Split Screen

- 'Claim List' Screen
 - Provides general claims information found on the highlighted SPR
 - This is the primary screen for using the 'Claim Detail' Screen
 - Click on the claim's check box to see the detail on the 'Claim Detail'
 - This is the primary screen for narrowing the user's search in the 'Data View'
 Screen
 - Highlight the claim to enable the 'Data View' button, which transports the user to the claim data as it appeared on the HIPAA 835 file
- 'Claim Detail' Screen
 - For those claims that are selected on 'Claim List' screen, this screen will display the detail as it would appear on a SPR
- 'SPR Summary' Screen
 - Displays a summary of the quantifiable data found on the highlighted SPR
- <u>'Data View' Screen</u>
 - Allows the user to view the HIPAA 835 file in a user friendly format
- 'Search' Screen
 - Allows the user to search the highlighted SPR for specific information

'Claim List' contd.:

Lists all claims found in the highlighted SPR

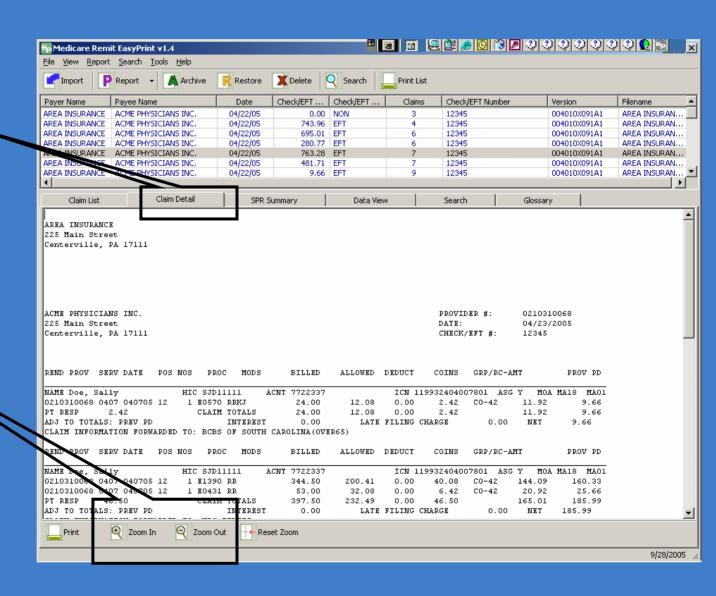
Checking a claim(s) enables the user to quickly view all or individual claims in the SPR format using the Claim Detail Tab



'Claim Detail'

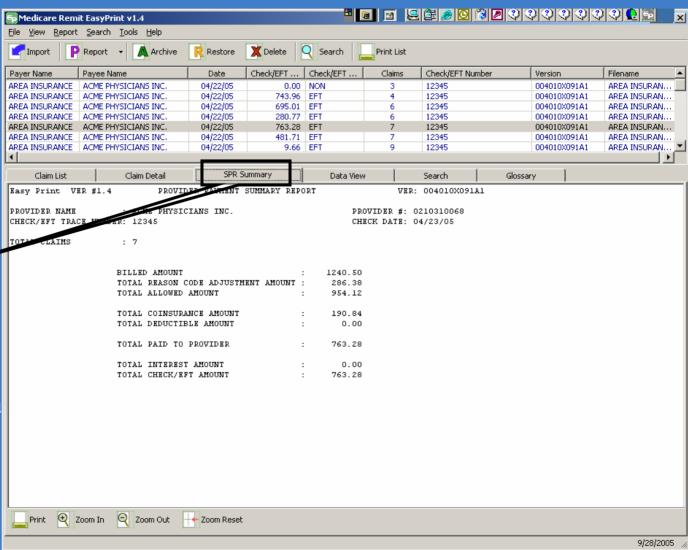
Provides detailed information with data similar to the SPR

Zoom in /
out allows
user to
enlarge /
minimize
display of
text



<u>'SPR</u> Summary'

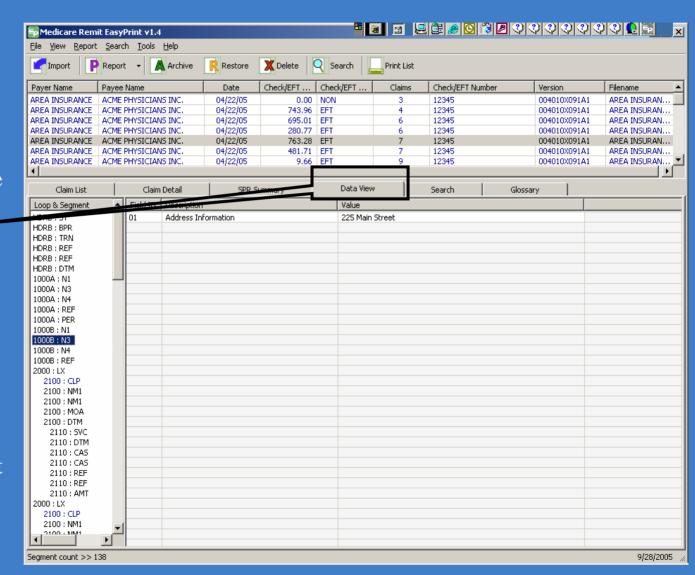
Provides a quick summary of payment and adjustment amounts for the SPR highlighted at the top portion of the screen



'Data View'

Research tool for troubleshooting issues (displays the data as it appeared on the HIPAA 835 file)

Educational tool to assist users in understanding the HIPAA 835 standard file layout

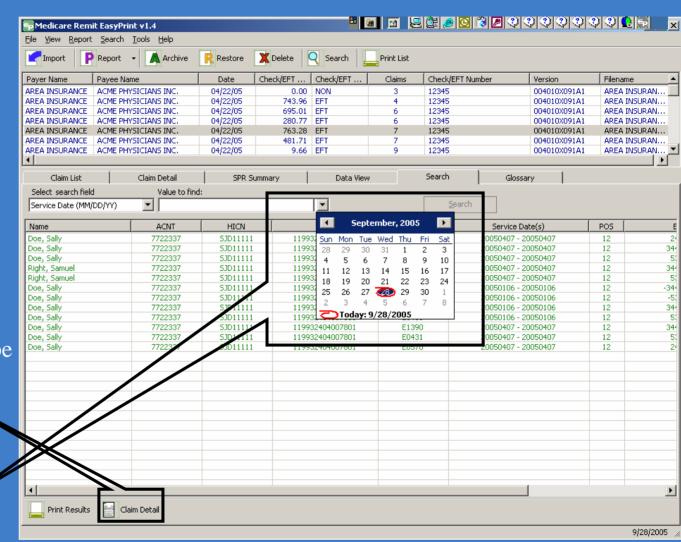


Search

Assist w/ finding data *easily* (no more leafing through paper!)

Displays claim detail associated with search results that can be printed independently

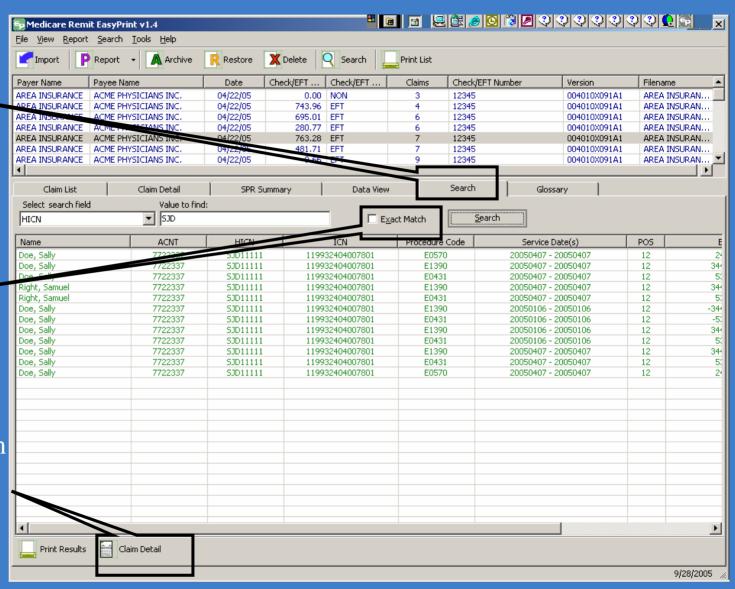
Pop-Up Calendar for date reference



Search SPR contd.

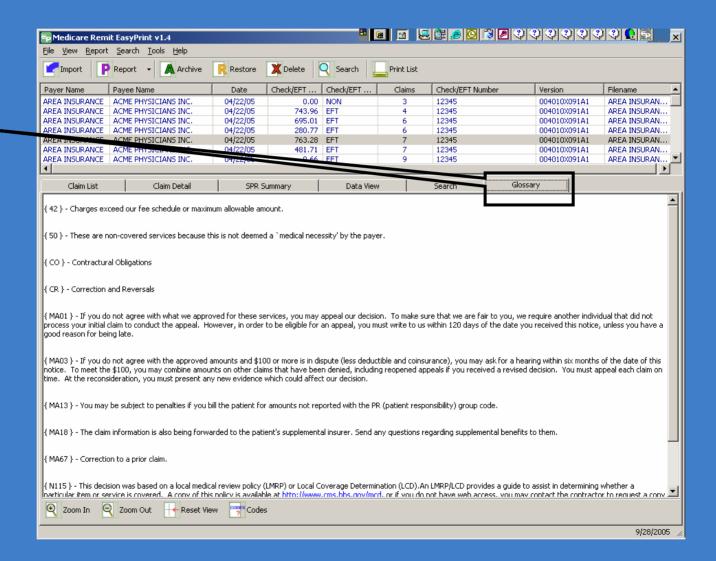
Click on 'Exact Match' option to narrow search

User can transport to claim detail for claims found in search



Glossary

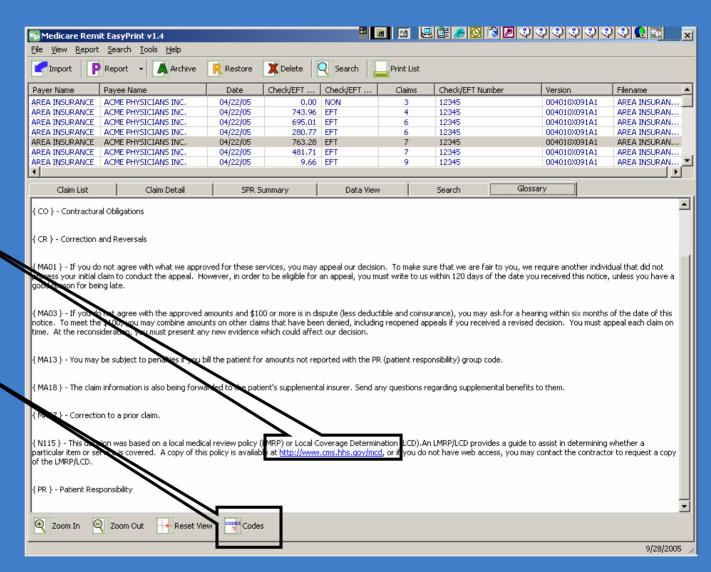
View of Claim
Adjustment
Reason Code
(CARC)
and Remittance
Advice Remark
Code (RARC)
found on
the highlighted
SPR



Glossary contd.

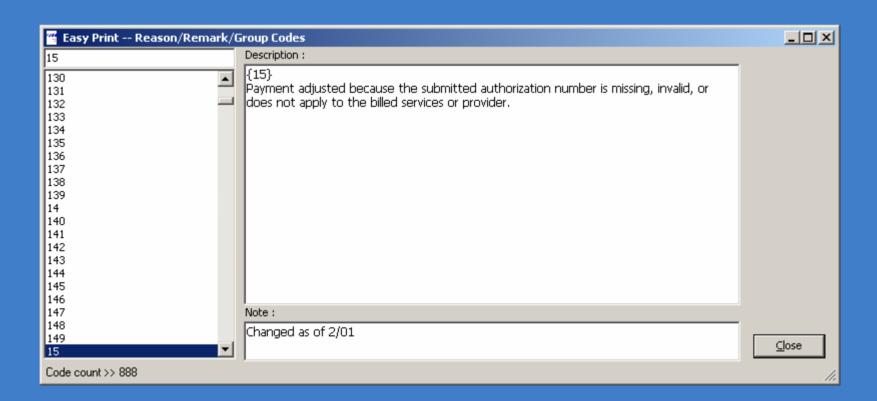
Links within messages will link to specified web site

Look-up feature available if code not listed (see next slide)



Glossary 'Codes' contd.

Look-up feature available if code not listed – when selected, the below box appears displaying WPC-EDI website descriptions and comments



- Problem-solving made Easier (For all)
 - Ability to print out 'Claim List', 'Claim Detail', 'SPR
 Summary' and 'Search Results' screens
 - Printouts have the MREP Version and date/time printed,
 allowing the user to know what version he/she is utilizing
 and to help when making the determination if the user needs
 to upgrade to a newer version of MREP.
 - Display Zoom-in capability

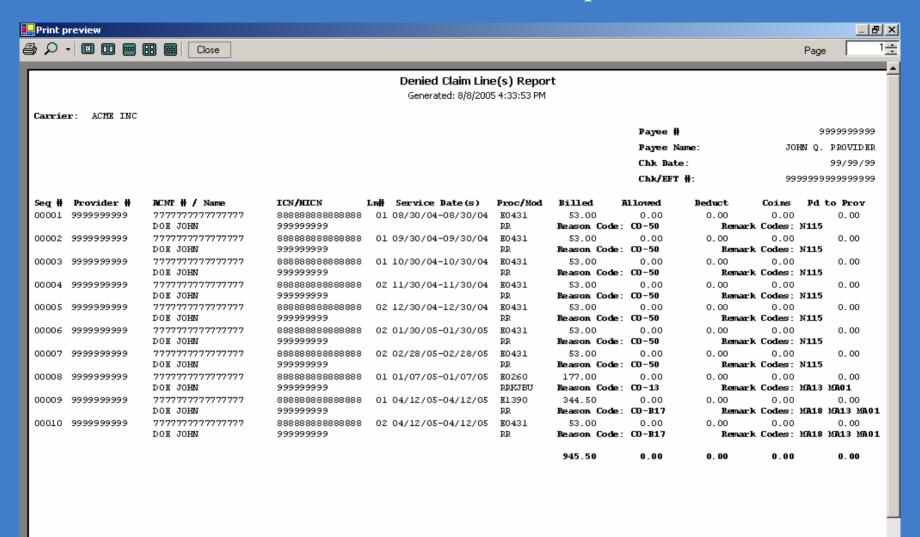
Reports

- Available Reports (Based on highlighted SPR)
 - Denied Service Lines
 - Adjusted Service Lines
 - Deductible Service Lines
 - Entire Remittance



- Ease of Use Features
 - Print Preview (Just in case you don't want to print)
 - Printer selection (For sending to a different printer)
 - Export to text file for sorting, data management

Denied Claim Line(s) Report



Adjusted Claim Report



Carrier: ACME INC

Payee # 9999999999

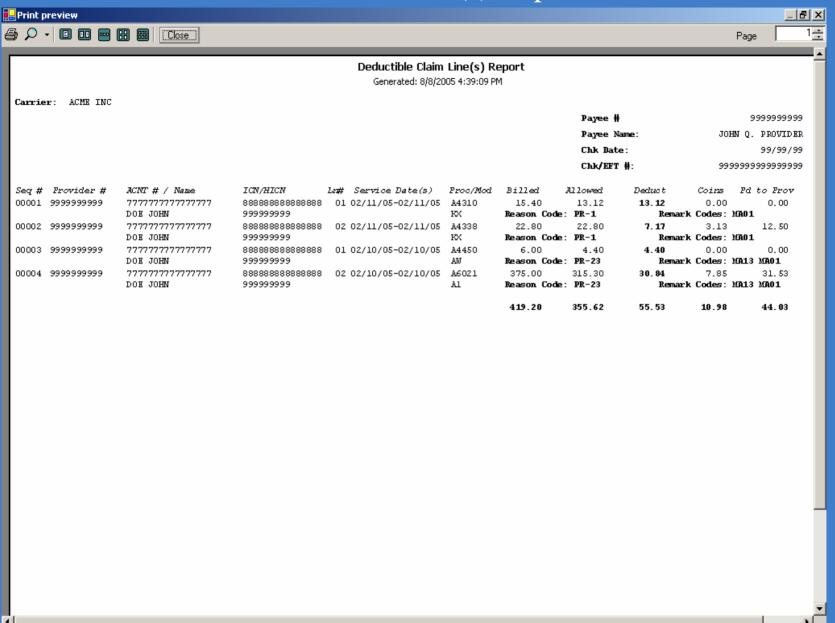
Payee Name: JOHN Q. PROVIDER

Chk Bate: 99/99/99

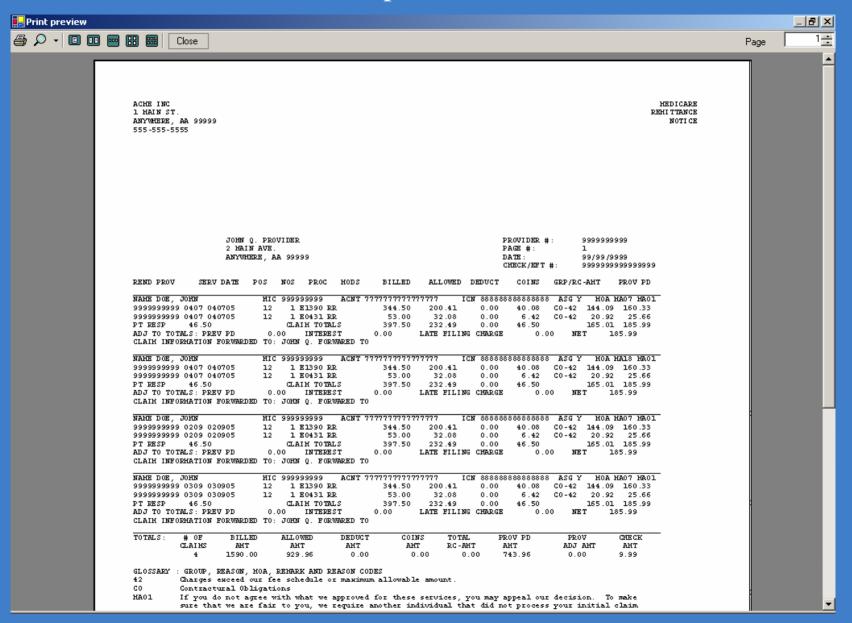
Chk/EFT #: 999999999999999

Seq #		ACNT # / Name 7777777777777777	ICN/HICN 888888888888888888	Lr# Service Da 01 02/10/04-02		Billed . -18.00	Allowed -13.20	Deduc t	Coins -2.64	Pd to Prov -10.56
		DOK JOHN	999999999		AW	Reason Code:	CR-42	Remark	Codes: 1	GA18 MGA01
00002	999999999	777777777777777	888888888888	02 02/10/04-02	/10/04 A6196	-238.50	0.00	0.00	0.00	0.00
		DOE JOHN	99999999		Al	Reason Code:	CR-50	Remark	Codes: 1	125 N102
00003	999999999	777777777777777	8888888888888	03 02/10/04-02	/10/04 A6253	-411.00	-380.40	0.00	-76.08	-304.32
		DOK JOHN	999999999		A2	Reason Code:	CR-42	Remark	Codes: 1	GA18 MGA01
00004	999999999	777777777777777	8888888888888	04 02/10/04-02	/10/04 A6402	-13.05	0.00	0.00	0.00	0.00
		DOK JOHN	999999999		Al	Reason Code:	CR-57	Remark	Codes: 1	(25 N115
00005	999999999	777777777777777	8888888888888	05 02/10/04-02	/10/04 A6446	-216.00	-98.40	0.00	-19.68	-78.72
		DOE JOHN	999999999		A2	Reason Code:	CR-42	Remark	Codes: 1	GA18 MG01
00006	999999999	777777777777777	88888888888888	06 02/10/04-02	/10/04 A6402	-13.95	-11.16	0.00	-2.23	-8.93
		DOE JOHN	99999999		Al	Reason Code:	CR-42	Remark	Codes: 1	GA18 MGA01
						-910.50	-503.16	0.00	-100.63	-402.53

Deductible Claim Line(s) Report



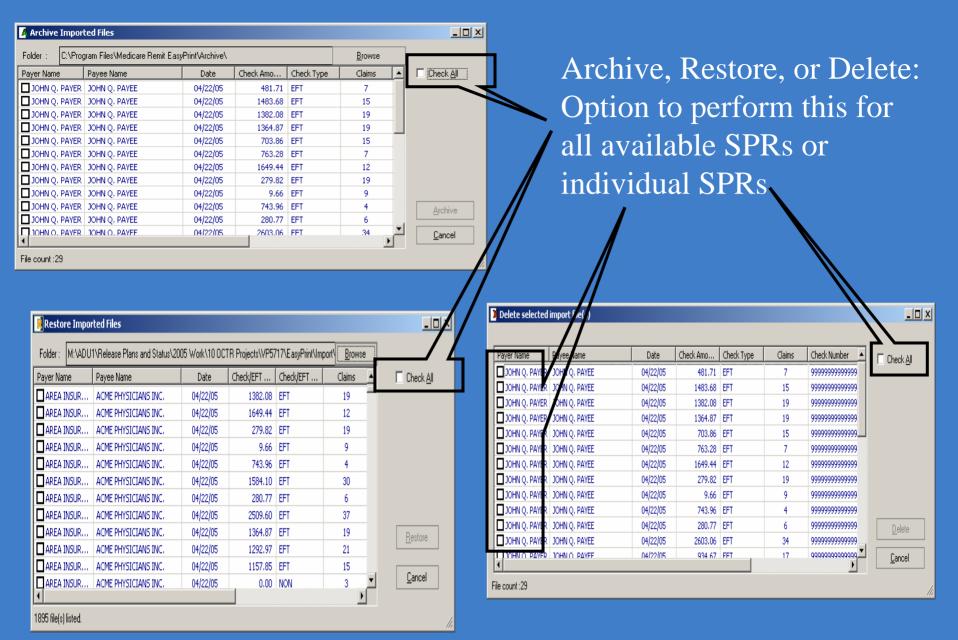
Standard Paper Remittance (SPR)



File Maintenance

You guessed it . . . Made Easy

- Archive file
 - Prompts the user to the archive folder created during the install process or *Easily* select your own location
 - Option to check all files or check each file individually
- Restore file
 - Same as Archive but in reverse (restore from Archive)
- Delete file
 - Completely removes MREP SPR files
 - Please note: This MREP feature will NOT delete the HIPAA 835 files that are used as the source unless the user keeps them in the same directory as the MREP files and choose to delete the HIPAA 835 files. Deleting HIPAA 835 files is not recommended.



Questions?

Please contact you local Medicare carrier with any questions re: MREP.

Thank you for using Medicare Remit Easy Print!